Colorado School of Mines Career Center Student Policies

Full career services through the CSM Career Center are available to all degree-seeking CSM students, enrolled in 4+ semester hours, and recent Mines graduates, up to 24 months after graduation.

Mines Alumni – Beyond the 24 months, for Alumni seeking positions requiring a minimum of 2 years of experience, the CSMAA will provide all career services and has created a networking engine for alumni only, called the Alumni Job Center. As a member of the CSMAA you will have access to this new service, where you can:
- Search for jobs by industry category, employer, location and keyword.
- Post your Resume Profile.
- Create or edit your business WebCard and Mentor Profile.
- Continue to enjoy access to the CSM Career Center’s twice-annual Career Day events.

Non-Degree Seeking Students at CSM - Students not officially pursuing a degree at Mines, but taking 4+ credit hours, receive “browse only” access to DiggerNet, primarily to see events.

CSM Career Center services include:
- Career advising, counseling and career planning services
- Employment services, including job postings, employer contact information, and on-campus interviewing through DiggerNet (<www.diggernet.net>)
- Workshops and one-on-one help with resumes, cover letters, mock interviews
- Graduate and professional school resources
- Career resource library

To achieve maximum benefit of the DiggerNet system, students need to update profiles, upload resumes and set-up email alerts with the Saved Searches feature. Though some recruiting is done in a passive mode by the student, most jobs are acquired through pro-active involvement by the student. You will only be able to apply to job postings for which you qualify.

International Students - The CSM Career Center provides services to international students consistent with U.S. immigration laws. The International Office informs those students about these laws. Further information on career services for international students can be found at http://careers.mines.edu.

EEO Compliance - CSM Career Center professionals will maintain EEO compliance and follow affirmative action principles in career services activities in a manner that includes the following:
- Referring all interested students for employment opportunities without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability, and providing reasonable accommodations upon request;
- Compliance with Title IX of the Education Amendments of 1972, federal and state laws, and CSM policies regarding discrimination and sexually harassing conduct by third parties.
- Notifying employing organizations of any selection procedures that appear to have an adverse impact based upon the student’s race, color, national origin, religion, age, gender, sexual orientation, or disability;
- Assisting recruiters in accessing certain groups on campus to provide a more inclusive applicant pool;
- Informing all students about employment opportunities, with particular emphasis on those employment opportunities in occupational areas where certain groups of students are underrepresented; and
- Developing awareness of, and sensitivity to, cultural differences and the diversity of students, and providing responsive services.
Student Responsibilities

1. Provide accurate information about your academic work and records, including courses taken, grades, positions held, and duties performed.
Providing misleading or false information on a resume or DiggerNet profile will result in DiggerNet account being inactivated; student will be asked to correct the information within 7 days.

2. Interview genuinely.
Interview only with employers you sincerely have interest in, and whose eligibility requirements you meet. "Practice" interviewing is misleading to employers—wasting both time and money—and prevents sincerely interested candidates from scheduling interviews. If you do not meet requirements, but believe you are a valid candidate for the position, attend company information sessions and use other networking opportunities to present your case. (Similar to wishing to enroll in a class where you lack prerequisites and need permission of the instructor to enroll.)

3. Adhere to schedules. Be respectful of interviewers’ times. Alert of need to cancel.
Appear for all interviews on campus, unless critical events prevent this. DiggerNet will allow you to switch or cancel your appointment until 2 days before the interview. For sudden cancellations, please notify Lin Sherman (LSherman@mines.edu) and/or call the Career Center 303-273-3233.

4. Don’t keep employers hanging when an offer is made. Communicate effectively.
Communicate your acceptance or refusal of a job offer to employers as promptly as possible. Fully consider all offers before accepting, asking for a decision extension if needed. Employers are requested to offer students a reasonable timeframe to make fully informed decisions.

5. Accept a job offer in good faith.
When you accept an offer, honor that commitment. Accepting an offer only as a precautionary measure is misleading to the employer and may restrict opportunities for others.

6. Withdraw from recruiting when your job search is completed.
When you accept an offer or decide to continue graduate or professional studies, please notify the Career Center and withdraw from on-campus recruiting immediately. Notify other employers who are actively considering you that you are now out of the running. This notification allows you to help your friends who are hoping for employment with companies you have declined.

7. Claim fair reimbursement.
If an employer has agreed to reimburse you for expenses you incur in its recruitment process, submit only reasonable and legitimate expenses. Business ethics are extremely important.

8. Be pro-active in getting information to make an informed choice about your future.
It's up to you to utilize Career Center staff and resources to acquire information about career opportunities, organizations, etc., that might influence your jobsearch and career decisions.

Situations that will cause your account to be de-activated.
Providing misleading or false information – Account will be re-activated if false information is corrected within 7 days. Further violation results in permanent suspension.
No-Show and frivolous cancellations – Students failing to give adequate notice or who are “no shows” for an interview will be blocked immediately from DiggerNet and are required to write a formal letter of apology to the employer, with a copy to Lin Sherman, within 48 hours of the missed interview. Students who fail to write letters of apology or who have more than two “no-shows” will be suspended from on-campus interview privileges for the remainder of the year.
Accepting an offer and later reneging on the contract – Reneging on an acceptance is unethical, unprofessional and reflects poorly on the reputation of CSM and results in immediate loss of eligibility for all Career Center services. Employers contact us when this occurs and question both policies of our office and business ethics of Mines students.
Other unethical business practice – Situations not described above will be determined by Career Center administration in conjunction with Colorado School of Mines and NACE regulations.